

# Chapter Eleven

## Local Agency Proposals

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### Overview

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#### In This Chapter

This chapter is divided into three (3) sections detailing interagency proposals including the scope of work and its components, and two (2) appendices.

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# Chapter Eleven

## Local Agency Proposals

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### Section A

#### Request for Agreement/Request for Proposal (RFA/RFP)

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##### **Request for Agreement/ Request for Proposal (RFA/RFP)**

The Arizona Department of Health Services (ADHS) will forward a Request for Agreement/Proposal (RFA/RFP) and instructions to each WIC Local Agency according to the ADHS contracting timetable for the fiscal year.

Each Local Agency must include in their proposal:

- Completed WIC Project Statement
- Proposed Budget
- Approved Indirect Cost Agreement for corresponding year of service if included in proposed budget
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion – lower tier covered transactions to ensure compliance with 7 CFR 3017
- Assurance of Compliance with Title VI of the Civil Rights Act of 1964, as amended
- Assurance of compliance with section 504 of the Rehabilitation Act of 1973, as amended

Each Local Agency must complete and return their application to ADHS, 150 N. 18<sup>th</sup> Avenue, Phoenix, Arizona 85007, by the date specified on the proposal.

Any negotiations between the Arizona WIC Program and the Local Agency should be completed by July. ADHS Procurement, with input from the WIC program staff, will then prepare the final agreement and forward it to the Local Agency. The agreement should be reviewed and approved by the Local Agency's governing body and attorney.

The Local Agency must return the signed agreement to ADHS Procurement. The Intergovernmental Agreement (IGA) must be filed with the Secretary of State on or before October 1<sup>st</sup> for an effective date of October 1<sup>st</sup>.

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## Chapter Eleven

### Local Agency Proposals

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#### Section B

#### Scope of Work

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<b>Description</b>	<p>The scope of work in the RFA/RFP package outlines the services that the ADHS wishes to purchase from a non governmental entity (e.g., non profit community health center).</p> <p>The work statement completed by the offeror provides the basis for negotiation of services to be provided by the offeror upon award of a contract.</p> <p>The work statement, finalized during contract negotiations between the ADHS and offeror, is then the service specific component of the successful offeror's contract.</p>
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## Chapter Eleven

### Local Agency Proposals

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#### Section C

#### Components of the Scope of Work

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<b>Purpose</b>	The components of the scope of work explain the reason ADHS is providing the services.
<b>Goals</b>	The desired outcome of the services provided and potential benefits to the population to be served as written by ADHS.
<b>Population Served</b>	ADHS completes this section, indicating the population the successful offeror will serve under the contract.
<b>Facility Locations</b>	The offeror lists by name, address, and hours of operation, all the facilities at which services will be delivered. This data will also be provided for subcontractors.
<b>Notices, Correspondence, Reports and Payments</b>	<ul style="list-style-type: none"><li>• Program Reporting Requirements <u>to</u> ADHS – this section lists the reports to be submitted along with the frequency of submission</li><li>• Notices, Correspondence, Reports, and Payments <u>from</u> ADHS – this section is completed by the offeror. The offeror provides the name, title, address, and telephone number of the person designated to receive correspondence from ADHS</li><li>• Notices, Correspondence and Reports, and Payments <u>to</u> ADHS – this section is completed by ADHS. It describes the staff person designated to receive correspondence from the contractor</li></ul>

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# Chapter Eleven

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### Section C

#### Components of the Scope of Work (Continued)

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##### Notices, Correspondence, Reports and Payments (Continued)

Licensure/Certification requirements. This section will be completed by ADHS, and applies to the:

- Personnel: ADHS indicates the type of licensure/certification personnel must have
  - Facility: ADHS indicates the type of licensure, certification, and/or permits the facility must have
- 

##### Special Program Requirements

ADHS lists those activities which are outside of the scope of the other sections, but which are integral to successful completion of contract activities.

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##### Caseload Assignment

The standard quantity by which the services provided will be measured is assigned monthly caseload. For IGAs/contracts the caseload assignment will be finalized during negotiations, and provided monthly on the WIC State Participation Report. Increases or decreases in assigned caseload will be based on the agency's performance for the first six months of the previous fiscal year, community need, ability to serve and available funding.

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##### Scope of Service(s)

The general requirement and standards of WIC services to be provided under the contract are outlined in this section.

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##### Tasks

Each task name is defined and has a list of activities to be performed. This section will include:

- WIC Services which includes screening, certification, use of the AIM database system, client education on program rules regulations, approved foods and authorized vendors, documentation requirements and required referrals.
  - Nutrition Education which includes nutrition education requirements for program participants.
  - Staffing which includes the requirements for the local agency program director, Register Dietitian/nutritionist, community nutrition workers and clinic clerks
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*Continued on next page*

## Chapter Eleven

### Local Agency Proposals

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#### Section C

#### Components of the Scope of Work (Continued)

##### Tasks (Continued)

- Staff Training which includes training requirements to enable paraprofessional staff to maintain their designation as competent professional authority
- Data Collection which includes completion of all required data elements in the AIM database system.
- Administrative Services which includes:
  - compliance with the ADHS Accounting and Auditing Procedures for ADHS Funded Programs
  - conduct of annual physical inventory of program equipment, maintenance of WIC purchased equipment, requirement for written approval for the purchase of equipment valued at more than \$1,000.00 or for any ADP related item, requirement for written approval for transfer or disposal of any equipment purchased with WIC funds. requirement for maintenance of certain WIC related records
  - correction of any inaccurate or erroneous data entries in the AIM system
  - correction of any regulatory deficiency or discrepancy noted in Management Evaluations, Audits or Program financial reviews
  - submission of a monthly Contractor' Expenditure Report
  - submission of a Annual WIC Expenditure Report
  - preparation and submission of an Annual Outreach Plan
  - submission of a Local Agency Annual Summary, using the Self-Evaluation tool in the WIC Policy and Procedures Manual
  - submission of all required plans/reports as set forth in the WIC Policy and Procedure Manual

##### Requirements

Defines the categories of persons to be served and sets for the participation maintenance standards.

## **Chapter Eleven**

### **Local Agency Proposals**

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#### **Appendix A: Local Agency Proposal**

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See following pages

# **ARIZONA WIC PROGRAM**

## **WIC IGA Application**

### **CHECKLIST FOR FFY 2008**

\_\_\_\_\_ **WIC Project Statement**

*Complete statement according to the outline attached. All areas listed must be addressed by the proposal.*

\_\_\_\_\_ **Proposed Budget** for October 1, 2007 through September 30, 2008

*Budget should be based upon the **new funding formula calculation, training and TI charges needed for your local agency as shown on the funding worksheet and training justification form.***

\_\_\_\_\_ If requesting reimbursement of indirect costs on budget, you must attach a copy of the **Approved Indirect Cost Agreement** for October 1, 2007 through September 30, 2008.

\_\_\_\_\_ **Civil Rights Certification** -- Completed form must be enclosed with application.



# WIC PROJECT STATEMENT

## PROGRAM MANAGEMENT

Program \_\_\_\_\_

Name: \_\_\_\_\_

Current Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_

FAX: \_\_\_\_\_

WIC Program Supervisor for Agency: \_\_\_\_\_

WIC Director: \_\_\_\_\_

Registered Dietitian for Agency/Clinic Site(s): \_\_\_\_\_

Breastfeeding Lead: \_\_\_\_\_

AIM Lead: \_\_\_\_\_ Financial Lead: \_\_\_\_\_

LMS Lead: \_\_\_\_\_

## PROGRAM OPERATIONS

1. **Proposed Service Delivery Area(s):**  
*Describe the geographical areas and population to be served.*
2. **Caseload Request by Category:**

CATEGORY	Current Participation as of March 2007	Fiscal Year 2008 Caseload Assignment -Request
WOMEN		
Pregnant		
Breastfeeding		
Post Partum		
INFANTS		
CHILDREN		
<b>TOTAL</b>		

*As the new Potentially Eligible Population Table for FFY 2008 is not available, we will be using the projections for FFY 2007 to allocate new caseload.*

### 3. Funding Request for FY 2008

- a. **Determine your potential funding for FY 2008 by multiplying your projected monthly caseload by the amount given per band on the attached Excel Spreadsheet: Formula Run.**

The total calculated will be used to develop your proposed budget for FY 2008.

Example: Caseload – 7,537 participants per month

BAND	FORMULA		AMOUNT
A - 1 to 1,500	1,500 x \$ <b>12.68</b>	X 12 months	\$ 228,240.00
B – 1,501 to 7,500	6,000 x \$ <b>10.12</b>	X 12 months	\$ 728,640.00
C -> 7,501	37 x \$ <b>8.48</b>	X 12 months	\$ 3,765.12
<b>TOTAL</b>			\$ 960,645.12

- b. **State T1 line costs in column 8 on Formula Run Spreadsheet and attach supporting documentation of communications line costs.**
- c. **Add requests for additional training support as needed, including travel for ADHS sponsored continuing education.**
- For each individual, attach a completed individual training plan if you are requesting funding for any of the following core CAC WIC VENA Certificate Program classes.
    - NTR104 & NTR141d – Nutrition and Wellness and Nutrition Lab
    - NTR141-Nutrition and Wellness
    - NTR123 – Nutrition through the Lifecycle
    - NTR134 – Health Weight for Kids
    - NTR232a – Food and Culture
    - NTR191 – Basic Nutrition Counseling Skills
    - NTR135 – Healthy Weight for Adults
  - Breastfeeding Training
    - NTR 127 - Breastfeeding and Human Lactation
    - NTR 272 - Certified Breastfeeding Counselor
  - Three 2-day trainings in Phoenix for two people.
  - Two 2-day regional trainings (Phoenix, Flagstaff, Tucson) for all staff.
  - One 5-day Certified Breastfeeding Consultant class in Phoenix for 2 people.

**4. Operations:**

Describe any changes in Clinic sites, days of operation (day of month) and hours if different from the current schedules in Chapter 10 of the Arizona WIC State Plan.

**5. Submit a Training Plan for New and Continuing WIC Staff in the following areas:**

- Customer Service
- Certification
- Nutrition Assessment
- Risk Identification
- Nutrition Education
- Food Package
- Breastfeeding
- Communication
- Counseling Techniques, etc.

**6. Describe your Outreach and Coordination Plan for the coming year.**

a. Describe how the agency will target benefits to:

1. Working families
2. Pregnant women
3. High risk post partum women (i.e., teenagers)
4. Priority 1 infants and Priority 3 children
5. Migrants
6. Homeless persons/families
7. Incarcerated pregnant women
8. Institutionalized persons
9. Minority population

Note: If requesting an increase in caseload, your plan must show how your agency will reach the increase assignment by January 31, 2008.

b. Describe policies and procedures for ensuring participation is maintained at assigned caseload and follow up on participants who do not receive their monthly services, especially pregnant women.

c. Describe the steps that will be taken to provide outreach materials to the following types of agencies.

1. Health and medical organization (i.e., immunizations)
2. Hospitals and clinics
3. Welfare and unemployment offices, social service agencies and tribal providers
4. Migrant farm worker organizations
5. Homeless organizations
6. Religious and community organizations
7. Head Start
8. Foster Parents
9. Substance abuse programs

d. Describe the agency's plans for expanding of WIC services to areas where services are currently not provided or restricted due to travel costs or personnel limitations.

1. Adjusted hours: early, late, between 11:00 am and 2:00, weekends
2. Priority appointment scheduling during regular clinic hours of operations
3. Expedited clinic procedures for working participants
4. Evening/weekend nutrition education classes
5. Mobile clinics
6. Other

**7. Price Sheet**

**COST REIMBURSEMENT CONTRACT**

<b>LINE ITEM BUDGET</b>	<b>AMOUNT</b>
Personnel Services	
Employee Related Expenses	
Professional & Outside Services	
Travel Expense	
Occupancy Expense	
Other Operating Expenses	
Capital	
Indirect (if authorized)	
Training Expense	
T1 Line/Communication (ISP) Costs	
<b>TOTAL</b>	

Attach supporting documentation as requested on WIC amendment checklist if budgeting indirect.

Note: Please budget at least \$1.00 in any line if there is a chance you may need to move up to 10% of the contracted amount into that line in the future. Example: Capital.

## **Chapter Eleven**

### **Local Agency Proposals**

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#### **Appendix B: Local Agency Amendment Proposal**

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See following pages

## **SCOPE OF WORK**

### **BACKGROUND**

The Arizona Department of Health Services (ADHS) Office of Chronic Disease Prevention and Nutrition Services (OCDPNS) administers funds provided by the United States Department of Agriculture (USDA) for operation of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) within the State of Arizona or parts thereof. Distribution of funds is based on a banded formula, which provides funds based on the amount of caseload negotiated with each local agency. The amount of caseload for each local agency is based on population, need, ability to provide services, and available funds.

### **OBJECTIVE**

The goal of the WIC Program is to provide supplemental foods, nutrition education, and referrals to other health and social services as an adjunct to good health care during critical times of growth and development in order to prevent occurrence of health problems and to improve the health status of eligible women, infants and children.

### **SCOPE OF SERVICES**

The Contractor (local agency) shall perform all necessary efforts to administer WIC services to eligible participants according to the Arizona WIC Program Policy and Procedures Manual (WIC PPM). These include but are not limited to the following activities: perform nutrition assessment and WIC certification procedures, provide nutrition education services to WIC participants, provide professional training and monitoring of WIC staff competencies, issue WIC food instruments, ensure the collection and recording of accurate information, provide administrative functions necessary for operation of the WIC Program, and prepare and submit all required plans/reports in accordance with this contract and the WIC PPM ( [http://www.azwic.gov/wic\\_local/policymanual\\_toc.htm](http://www.azwic.gov/wic_local/policymanual_toc.htm) ).

### **TASKS**

WIC SERVICES - The Contractor shall:

- conduct outreach activities by developing written and verbal presentations or utilizing available materials to explain the benefits and availability of the WIC Program. Presentations will target high risk and underserved populations.
- determine eligibility of persons requesting WIC services by screening individuals in accordance with procedures set forth in the WIC PPM.
- prescribe a food package appropriate to the participant's nutritional risk(s) and category, and issue food instruments as set forth in the WIC PPM.
- maintain documentation as described in the WIC PPM, including but not limited to: nutrition assessments, eligibility and ineligibility determinations, nutrition education counseling, program abuse, and food instrument issuances.
- maintain inventory and accountability records, as set forth in the WIC PPM, of food instrument stock and of food instruments issued by the Contractor.
- provide program participants with information about available health and social services to which the participant could be referred. The participant will be provided with written information regarding community services and referrals in accordance with the WIC PPM.
- coordinate WIC Services with other health and social services available within the service area, including but not limited to immunizations, voter registration, and breastfeeding support.
- provide training to participants on program rules, regulations, WIC approved foods, food instrument use, and authorized vendors. The training shall be documented in the participant's record as set forth in the WIC PPM.

- designate a staff person to coordinate breast feeding promotion and support activities, to include the development of a plan (as set forth in the WIC PPM) to insure women participants have access to the promotion and support activities during prenatal and post-partum periods.
- submit to ADHS for approval any policy or procedure which deviates from those set forth in the Arizona WIC PPM.
- assure participant confidentiality by obtaining written permission from affected program participant(s) prior to the release of participant information to any agency. Contractor shall have a written agreement with any agency/program that will share participant information. The Contractor shall have a written agreement, completed in accordance with 7 CFR (Code of Federal Regulations) 246.26 (h)(3) [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/7cfr246\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/7cfr246_07.html), with any agency/program that will share participant information.

#### NUTRITION EDUCATION - The Contractor shall:

- prepare and submit an Annual Nutrition Education Plan to include, but not be limited to:
  - goals and objectives for each target group (pregnant, post-partum, breastfeeding women, infants, and children), taking into account individual nutrition risks.
  - methods and materials that will be used to meet objectives for each contact and an evaluation component.
  - a staff training schedule on nutrition education with topic or content.
- provide nutrition education to all WIC adult participants, and to parents or caretakers of infant and child participants. A minimum of two nutrition education contacts in each six-month certification period will be made and documented in the participant's record (infants and migrants from any eligibility category are certified for one year and will receive one nutrition education contact for each three-month period).
- provide professional supervision for participant nutrition education. All nutrition education and training will be under the supervision of a Registered Dietitian. In lieu of a Registered Dietitian, the Contractor may designate a WIC nutritionist (with prior ADHS approval) and shall ensure the designated individual(s) have a minimum of an undergraduate degree from an accredited institution in nutrition or a related field such as biochemistry or home economics, with emphasis in nutritional science.
- provide high-risk nutrition education/counseling by a registered dietitian to at-risk participants.
- expend for nutrition education activities an aggregate amount that is not less than the sum of one-sixth (1/6) of the amount the Contractor receives for provision of WIC services each contract year. If the one-sixth amount is not expended for nutrition education activities, the Contractor shall return to ADHS an amount equal to the difference between the one-sixth requirement and the actual amount expended. Costs which can be applied to meet the one-sixth (1/6) requirement for nutrition education include, but are not limited to:
  - Salary and other costs for time spent on nutrition education, whether with an individual or group.
  - The cost of procuring and producing nutrition education materials.
  - The cost of training nutrition educators, including costs related to conducting training sessions, and purchasing and producing training materials.
  - The cost of conducting evaluations of nutrition education.
  - The salary and other costs incurred in developing the nutrition education plan.
- coordinate nutrition education activities and messages. Wherever possible, the Contractor shall utilize Arizona Nutrition Network materials and messages to insure common nutrition messages.

#### STAFFING - The Contractor shall:

- designate a WIC Program Director/Manager who has previous WIC and/or community health experience. If the Director will certify potential WIC clients, or provide high-risk counseling and/or formula authorization to WIC participants, then the Director must be a Registered Dietitian. In lieu of a Registered Dietitian and with prior approval from ADHS, the Contractor shall designate a Director with a minimum of an undergraduate degree from an accredited institution in nutrition (community nutrition, public health nutrition, nutrition



education, human nutrition or nutrition science) or a related field such as home economics or biochemistry with an emphasis in nutritional science.

- provide a Registered Dietitian as a WIC Nutritionist to perform high-risk counseling, formula authorization, and as necessary, certification of clients. The Contractor shall provide the services of WIC Nutritionists in a number proportional to the agency's caseload in accordance with the WIC PPM. In lieu of a Registered Dietitian and with prior approval from ADHS, the Contractor shall designate a WIC Nutritionist with a minimum of an undergraduate degree from an accredited institution in nutrition (community nutrition, public health nutrition, nutrition education, human nutrition or nutrition science) or a related field such as home economics or biochemistry with an emphasis in nutritional science. Previous WIC and/or community health experience, and/or a Master's degree in a related subject are desirable.
- provide paraprofessional certifiers such as Community Nutrition Workers or equivalent nutrition/health personnel in numbers proportional to the local agency's caseload in accordance with the WIC PPM. Such individuals will have the minimum of a high school degree or equivalent. Previous nutrition or health related job experience is desirable. These individuals shall meet the ADHS competencies as set forth in the WIC PPM prior to certifying applicants for participation and/or providing nutrition education in the Arizona WIC Program.
- provide WIC Clerks to perform administrative support within WIC clinics at the option of the Contractor. Such individuals will have the minimum of a high school degree or equivalent. They must meet WIC Program competencies. Previous clerical or work experience is desirable.
- maintain a record of monitoring and observation of staff competencies in each staff file.

STAFF TRAINING - The Contractor shall:

- ensure all WIC staff complete ADHS required WIC on-line courses through the ADHS learning management system.
- provide WIC staff training to enable paraprofessional staff members to maintain their designation as a competent professional authority, to include forty-eight (48) hours of documented training for each staff member in each contract year (October - September). Training does not have to be evenly distributed over the four quarters of the contract year, but some level of training shall be conducted each quarter. The training shall include:
  - at least thirty-six (36) hours of nutrition education with emphasis on the identification of, understanding of, education about, and documentation of nutrition risks. Other subjects will include breast-feeding promotion, substance abuse education, food package, and formula prescription. Training in the techniques for interviewing and counseling will also be included.
  - an additional twelve (12) hours of WIC related education shall be provided and may include areas such as program rules, food instrument issuance, referral procedures, computer skills, customer service, and safety.
- provide training for all new staff members regarding Civil Rights and Americans with Disabilities Act (ADA) during their orientation and, annually, provide all staff with training on Civil Rights and (ADA) issues.
- provide a representative for each meeting or training session designated as mandatory by ADHS.

DATA COLLECTION - The Contractor shall:

- complete all data elements required on the Arizona In Motion (AIM) data system as outlined in the WIC PPM.
- utilize the hardware and software provided by the Arizona WIC Program to operate the Contractor's portion of the AIM data system.

ADMINISTRATIVE SERVICES - The Contractor shall:

- in addition to complying with the Accounting and Auditing Procedures Manual for Contractors of ADHS Funded Programs (AAPM) and the Uniform Terms & Conditions 3.10.1 regarding Equipment:

- maintain a formal inventory listing or subsidiary record of all equipment owned by the Contractor in an organized manner as an official part of the official accounting system. The capital equipment listing will include the following: tag or ID number, description, purchase cost or fair market value on date of donation, purchase or donation date, location, and disposal date. For purposes of this contract, capital equipment is equipment costing \$1,000 or more.
  - provide appropriate maintenance and upkeep for all equipment purchased with WIC funds. Maintenance may be provided through the Contractor's own organization or the Contractor may participate in State maintenance contracts where available.
  - obtain written permission from the ADHS prior to expending WIC funds to purchase equipment with a value of \$1,000 or more.
  - receive written permission from ADHS prior to expending WIC funds for the purchase of any automated data processing (ADP) related item: hardware (e.g. computers, printers) or software, regardless of cost.
  - obtain specific written approval from ADHS prior to the transfer or disposal of any equipment purchased with WIC funds.
- maintain documentation records of WIC services, including but not limited to:
    - Signed consent forms for blood work
    - Signed Rights and Obligations Form for enrolled participant/files (active and inactive)
    - Eligible participant files (active and inactive)
    - Ineligible applicant forms/files
    - Monthly Participation Reports by Category and Ethnicity
    - Outreach files
    - Staff files: Training and annual evaluations
    - Documentation of dual participation actions
    - Waiting lists (when applicable)
    - Reconciliation of voided food instruments
    - Civil rights file to include documentation and resolution of all civil rights complaints
    - Documentation of annual civil rights training of all employees
  - correct and resolve inappropriate or missing participant information, improbable assessment values, duplicate participation, and other quality assurance AIM issues identified in the report provided to the Contractor by ADHS within the timeframes specified in the WIC PPM.
  - correct any regulatory deficiency or discrepancy noted during Management Evaluations, Audits, or Program Financial Reviews within 60 calendar days of the date of the audit report unless an extension date is granted by the auditing/reviewing agency and documented.
  - prepare and submit a monthly Contractor's Expenditure Report according to the requirements in the WIC PPM.
  - prepare and submit a final Contractor's Expenditure Report reflecting the cumulative expenditures for a contract year for the WIC Program, and a Local Agency Annual Cost Summary in accordance with the requirements in the WIC PPM.
  - prepare and submit an Annual Outreach Plan in accordance with the requirements in the WIC PPM.
  - prepare and submit an Annual WIC Expenditure Report in accordance with the requirements in the WIC PPM.
  - prepare and submit an annual Amendment Application in accordance with the requirements in the WIC PPM.
  - prepare and submit a Local Agency Annual Summary, using the Self-Evaluation tool in the WIC PPM.
  - prepare and submit all required plans/reports in accordance with the requirements in the WIC PPM.

## REQUIREMENTS

- Eligible program participants shall include:
  - pregnant women, breastfeeding women up to 12 months post-partum, and non-breastfeeding women up to 6 months post-partum whose household income does not exceed 185% of the current designated

federal poverty guidelines; who have a nutritional risk as defined in the WIC PPM; and reside in the service area as defined by the WIC PPM.

- infants up to 12 months whose household income does not exceed 185% of the current designated federal poverty guidelines and who have a nutritional risk as defined in the WIC PPM and reside in the service area of the Contractor.
  - children age 1 year through 4 years whose household income does not exceed 185% of the current designated federal poverty guidelines and who have a nutritional risk as defined in the WIC PPM and reside in the service area of the Contractor.
- Upon contract award, ADHS shall notify the Contractor by certified mail of the assigned caseload, and throughout the term of the Contract, of any changes to the assigned caseload. The Contractor shall maintain an average monthly participation level in accordance with the following table:

<u>Caseload Assignment</u>	<u>% Maintained</u>
➤ < 50,000 participants/month	97%
➤ > 50,000 participants/month	98%

If, after each quarter of the federal fiscal year (October through September), the Contractor has not attained the required participation level, ADHS will have the option of reducing the assigned caseload to the Contractor's current service level. ADHS may also then move the unused caseload and corresponding resources to other WIC local agencies in order to fully utilize the resources.

## REFERENCE DOCUMENTS

- Arizona WIC Program Policy and Procedures Manual
- 7 CFR 246.26 (h)(2)(3)

## STATE PROVIDED ITEMS

- Arizona WIC Program Policy and Procedures Manual
- Necessary hardware and software for operation of the AIM database system
- WIC Food Instrument stock
- Contractor's Expenditure Report (electronic)
- Training opportunities to assist the Contractor in meeting staff education requirements as listed in TASKS-STAFF TRAINING

## APPROVALS

Any policy or procedure which deviates from those set forth in the Arizona WIC Program Policy and Procedures Manual requires approval from ADHS.

## DELIVERABLES

The Contractor shall submit:

- required copies of Local Agency Policies and Procedures, as needed.
- a monthly Contractor's Expenditure Report not later than 30 days following the end of each report month.
- a final Contractor's Expenditure Report and a Local Agency Annual Cost Summary, not later than 60 days following the end of each contract year.
- an Amendment Application by May 1st for the following contract year.

- an Annual Nutrition Education Plan by May 1st of each contract year.
- an Annual Outreach Plan by May 1st of each contract year.
- a Local Agency Annual Summary not later than 60 days following the end of each contract year.
- an Annual WIC Expenditure Report not later than 60 days following the end of each contract year.
- all required plans/reports as described in the Arizona WIC Program Policy and Procedures Manual.

### **PERFORMANCE AWARDS**

Local agencies shall be eligible for one or more of the following awards:

- Any local agency which meets 100% or more of their initial caseload assignment for six (6) months (October 1 through March 31) shall receive an award of \$2,000 added to that agency's following fiscal year WIC funding formula award if the contract is extended.
- Any local agency which meets 98% of their documentation requirement in nutrition education for the previous contract year shall receive an award of \$5,000 added to that agency's following fiscal year WIC funding formula award if the contract is extended.
- Any local agency which maintains an infant formula exception rate below 3% for six (6) months (October 1 through March 31) shall receive an award of \$1,000 added to that agency's following fiscal year WIC funding formula award if the contract is extended.

### **NOTICES, CORRESPONDENCE, REPORTS AND INVOICES**

Notices, correspondence, reports and CERs from the Contractor to ADHS shall be sent to:

Nutrition Programs Manager  
Office of Chronic Disease Prevention and  
Nutrition Services  
Arizona Department of Health Services  
150 North 18<sup>th</sup> Avenue, Suite 310  
Phoenix, Arizona 85007

Notices, correspondence, reports and payments from ADHS to the Contractor shall be sent to:

## PRICE SHEET

### Cost Reimbursement Line Item Budget

ACCOUNT CLASSIFICATION	AMOUNT
Personnel	
Employee Related Expenses	
Professional and Outside Services	
Travel Expense	
Occupancy Expense	
Other Operating Expenses	
Capital	
T-1 Data Line Expense	
Training Expense	
Indirect (if authorized)	
<b>TOTAL</b>	

With prior written approval from the Program Manager, the contractor is authorized to transfer up to a maximum of 10% of the total budget amount between funded line items as long as the amount allocated for T-1 Data Line Expense and Training Expense line items are not changed. Any adjustment (increase or decrease) to T-1 Data Line Expense or Training Expense shall require an amendment. Transfers exceeding 10% or to a non-funded line item shall require an amendment.